



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	<b>Facility Maintenance Specialist</b>	
<b>DEPARTMENT:</b>	<b>Recreation &amp; Community Services</b>	
<b>REPORTS TO:</b>	<b>Recreation Manager or Supervisor</b>	<b>DATE: June, 2009</b>
<b>EMPLOYEE UNIT: AFSCME</b>		<b>Supersedes: September, 2002</b>
<b>EXEMPT:</b>	<b>No</b>	

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**JOB SUMMARY:** Under general supervision of the Recreation Manager or Supervisor, is responsible for the operations, maintenance, and repair of City recreation facilities, pools, furnishings, and equipment including custodial maintenance and provides supervision to related building Custodian(s); performs related work as required. This position works in cooperation with other staff at City recreation facilities.

**CLASS CHARACTERISTICS:** The Facility Maintenance Specialist is a journey level classification responsible for a variety of functions and activities related to setup of furnishings and equipment, preventive maintenance, cleaning, repair, and may be assigned to operation of swimming pools, swimming pool circulation systems and filter equipment. This class will also perform skilled work in the repair and maintenance of buildings, decks, furnishings, and grounds of the City recreation facilities and requires the ability to coordinate a variety of building maintenance functions with minimal guidance and supervision.

The City of Morgan Hill is an AFSCME agency shop. Members of this class must either join AFSCME or pay an agency fee in lieu of membership.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The following duties are performed personally, in cooperation with their supervisor, other City staff, vendors, and members of the community. Additional duties may be assigned.

1. Provide and/or coordinate daily maintenance of City recreation facilities including, lighting repairs, upkeep of all equipment, plumbing repairs, minor carpentry repairs, vandalism, maintenance contracts, and provide information to the Building Inspector/Facilities Maintenance Coordinator for budget requests.
2. Control access to assigned facilities by opening and closing them to the public; ensure facility is secure upon closing; monitor ongoing use of the facility to ensure user compliance with all facility policies and procedures; resolve conflicts and problems that arise within area of responsibility; maintain and implement security and emergency procedures including calling for law enforcement assistance when necessary.

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3. Work closely with Recreation Coordinators, and their supervisors to inspect, clean and maintain City facilities including:
  - a. Review calendar of events and prepare work schedule for attendant personnel.
  - b. Prepare schedule of routine maintenance to be performed at assigned facilities.
  - c. Control inventories of materials needed in custodial and facilities set-up sections.
  - d. Oversee the operation of stage equipment.
  - e. Operate heating and ventilating system.
  - f. Inspect facility before each event to ensure equipment is in proper working condition and facility is clean and ready for use.
  - g. Complete work order forms and process to proper sources to obtain needed repairs.
  - h. Complete and process requisition forms.
  - i. Oversee and provide leadership during assigned events; follow event instructions given by Event Coordinator and Recreation Supervisor.
  - j. Review event requirement plans with operations and maintenance staff; ensure that all required services are provided.
  - k. Enforce health, safety and other facility regulations.
  - l. Respond to facility user complaints and inquiries.
4. Maintain swimming pool facilities and/or aquatics spray features:
  - a. Inspects, cleans and maintains swimming pools to meet state and county standards;
  - b. Operates pool filters, pumps and monitors, repairs, replaces and adjusts pumps, chlorination equipment including filters, circulating pumps, chlorinators, flow meters, and valves; Backwashes, cleans swimming pool purification systems, monitors and maintains chemical testing and control equipment, replaces empty chlorine tanks, tests pool water for proper chemistry and applies chemicals as needed;
  - c. Brushes, skims, and vacuums pool surfaces, washes down deck areas, scrubs and cleans swimming pool tile surfaces; Performs underwater maintenance, repairing and replacing pool lights, inlet return fixtures, drain covers, and removing stains.
  - d. Evaluates and recommends pool supplies and equipment; orders and maintains an inventory of pool supplies;
  - e. Maintains accurate records in conformity with Health Department requirements;
5. Meet with representatives of other City departments to plan and coordinate special events and resolve maintenance problems.
6. Analyze custodial, maintenance and related operations and make suggestions for improvements; develop procedures and forms.
7. Perform routine custodial tasks as required including setting up rooms for classes and events; picking up trash; stocking and cleaning restrooms and perform routine preventive maintenance.
8. Travel to supply stores to pick up maintenance materials and repair parts.
9. Monitor service contracts, contractors, and consultants; review work to ensure proper completion and

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compliance with laws and regulations.

10. Monitor programs and deferred maintenance funding; determine scope of project work, prepare or review estimates; request allocation of funding; prioritize projects and monitor expenditures; prepare reports on status of facility maintenance and provide customer support through enhanced communication and feedback; provide cost analysis and status of completed and projected work for City departments.
11. Schedule, direct, train and oversee full-time custodial and temporary employees assigned to the Center in the performance of custodial, maintenance, production assistance and other support duties.
12. Coordinate with their supervisor and the city Building Manager on schedules and annual maintenance issues.
13. May coordinate stage, sound and lighting arrangements with facility users, train users' staff on equipment operations; set up and operate lights and sound equipment as needed.
14. May act as primary facility representative.
15. May be required to support functions off-site at other City locations.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education & Experience:**

1. High school graduation or the equivalent.
2. Three years experience performing responsible custodial, set-up, and minor maintenance work.
3. Three years of increasingly responsible experience in the operation, maintenance, cleaning, and servicing of swimming pools.
4. Experience preparing for events at a cultural, convention entertainment, community or school facility highly desired.

### **Certificates and Licenses:**

1. Possession of a valid California Class C driver's license in compliance with adopted City driving standards.
2. Possession of a National Pool and Spa Association or Aquatic Facility Certified Pool Operator certificate.

### **Other Requirements:**

1. Must be willing to work irregular hours, shifts, or weekends as required.
2. Must be willing to work out of doors in various weather conditions and the physical capability for sustained walking, standing, bending/stooping, lifting, swimming, or climbing.
3. Those working with youth must successfully complete a state mandated background investigation and drug screen at time of hire.

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4. Bilingual English/Spanish highly desirable.

### **Knowledge of:**

1. Building maintenance methods and techniques.
2. Service and set-up needs and requirements for various types of events.
3. Fire and safety regulations and emergency procedures related to public assembly facilities.
4. Safety practices, procedures and regulations.  
Record keeping techniques.
5. Office practices, methods and equipment, including a computer.
6. Methods, techniques, procedures, tools, equipment and chemicals used in sanitizing, cleaning, maintaining, and repairing commercial type swimming pools;
7. Pool pump and filtering systems, chlorinators, water sterilization, pH balancing;
8. General mechanical and plumbing terminology, practices and procedures;
9. Occupational hazards and standard safety regulations and practices to be used with tools and pool chemicals;

### **Skill in:**

1. Training employees in work and safety procedures.
2. Communicating effectively, orally and in writing.
3. Performing minor maintenance repairs to City-owned buildings and facilities.
4. Reviewing vendor contracts and monitoring contract compliance.
5. Operating hand and power tools competently and safely.
6. Performing maintenance and minor repairs to swimming pools if assigned.
7. Providing outstanding customer satisfaction (internally and externally).
8. Use of common office software including Microsoft Office and applicable specialized recreation software.

### **Ability to:**

1. Quickly learn and apply the policies and procedures pertaining to the work.
2. Establish and maintain effective working relationships with those contacted in the course of the work.
3. Work independently and as a member of a team.
4. Determine staffing and equipment needed for set-up of events, exhibits and productions.
5. Set priorities for work completion.
6. Make sound decisions within established guidelines.
7. Work with machines, equipment and environmental building systems and the lubricants, solvents, chemicals and other fluids associated with maintenance and repair.
8. Effectively and efficiently clean, sanitize, and maintain a commercial type swimming pool, including performing electrical, carpentry, and painting repairs on swimming pools, swimming pool equipment, pool decks, and aquatics complex buildings and surrounding areas if assigned.
9. Travel to various sites within the City to conduct inspections and oversee building services activities.
10. Work inside or outside under any natural or artificial environmental conditions.
11. Work irregular hours, evenings, weekends and shifts.

**PHYSICAL DEMANDS:** Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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1. While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, or crouch.
2. Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. The work environment is generally 50% indoors in a temperature-controlled office and 50% outdoors in various weather conditions; some travel is required.
2. Noise level in the work environment is usually moderate.
3. While performing the duties of this job, the employee works near swimming pools and various types of recreation equipment and is occasionally exposed the risk of slipping and falling.
4. May be required to work in confined spaces and wear personal protective equipment or respirator to protect against exposure to loud noises and exposure to hazardous materials.